

POSITION: Senior Enterprise Risk Management & Business Intelligence Analyst

SALARY: \$68,461.00 - \$106,058.00 Annually

OPENING DATE: 1/5/18

CLOSING DATE: 1/19/18 05:00 PM

GENERAL INFORMATION:

Are you a critical thinker and strategic problem-solver? Do you have an affinity for managing, interpreting, and administering complex risk-based decisions? Have you been involved in building programs that mitigate emerging risks associated with potential losses and business interruptions? Are you energized by identifying exposures, planning contingency strategies and leading others in this area? If you want to provide analytics and Business Intelligence (BI) solutions to meet the information needs of the Port's Risk Department then this might be the job you've been looking for.

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

Progress and manage the organization's Enterprise Risk Management (ERM) framework

- Manage the development, implementation and administration of the Port's Enterprise Risk Management (ERM) program, business intelligences, and provisions of risk services delivery
- Oversee the facilitation and promotion of the ERM process improvements, organizational culture implementation, and operational functions of the ERM program
- Develop business intelligence and analytics for the ERM to include reports, spreadsheets, presentations, and risk assessment outcomes
- Create exception reports and provide updates on gap analysis, audits, and outcomes to internal Business Unit Leaders
- Review and stay current with ERM best practices and information on risk management programs, current risks, and emerging risks which may impact the Port

Develop and implement a strategic risk management and business intelligence program and oversee the use of Risk Management Information Systems (RMIS)

- Continue to provide mature support reporting, analytics and BI solutions to meet the information needs of the Risk Department and its stakeholders
- Within the RMIS, create efficient ways to organize, store and analyze risk management data with attention to cyber security and confidentiality

- Monitor performance and quality control efforts to identify improvements to turn data into information, information into insight and insight into actionable business decisions
- Track and support ongoing monitoring and reporting of identified risks and risk activities
- Develop and implement data strategy for Risk Management department
- Manage the statement of values and property assets identification tool. (what is the tool? RIMS)
- Continuously update insurable and replacement values are accurate and current, work with brokers, consultants, and internal stakeholders to reconcile, correct, and update business intelligence associated with the values of Port assets
- Provide updates, dashboards, reports, coordinate property inspections, negotiate appraisal agreements, and collaborate with internal stakeholders

Create, implement and continuously improve a Port wide business resumption plan

- Assist in the development of business continuity planning strategies and initiatives to ensure the Port's ability to manage through and recover from natural or man-made incidents
 - Mitigate risks associated with potential losses and business interruptions by identifying exposures, planning contingency strategies, and providing recommendations for a more sustainable business operation
 - Design, build and implement standard risk assessment, business impact analysis, and other business continuity tools in cooperation with other business units
- Assist with lease contract reviews for Port risk transfer opportunities, including reviewing and providing input on tenant contracts for indemnification and property risk mitigation solutions
 - Assist and support in various Risk mitigation activities including risk identification and analysis within general Port operation
 - Participate on organization committees or boards, including RIMS, PRIMA, ACI

MINIMUM REQUIREMENTS:

- Bachelor's degree in, Business Administration, Finance, Computer Science or related field. Master's degree desirable.
- 5-8 years of experience in risk management, insurance, information control, data management or business analytics reporting function; or the equivalent combination of education and/or relevant experience.
- Experience in aviation or public entity risk management preferred.
- Certified Risk Management Professional, Associate in Risk Management, or Certified Data Scientist preferred.
- Experience with identifying mitigation solutions and recovery strategies for management consideration
- Experience working in a highly collaborative environment with various groups
- Experience with developing procedures, policies and conducting training
- High degree of proficiency with MS Excel, Microsoft Project and data visualization applications
- Excellent communication skills both oral and written which are evidenced by the ability to present information effectively at all levels internally and externally
- Experience developing and/or managing a companywide business resumption plan desired

- Experience in overseeing a companywide Risk Management system preferred

SKILLS AND ABILITIES:

- Ability to learn new software in a timely manner and instruct business unit representatives in the use of software applications
- Skilled at effectively managing and prioritizing work projects
- Ability to independently manage duties and resolve conflicting deadlines and work effectively in a fast-paced environment
- Skilled at applying principles and techniques of team building and project management to facilitate collaboration and support to stakeholders
- High degree of initiative and professionalism with the ability to maintain confidentiality
- Ability to demonstrate the Port's commitment to valuing differences among individuals and passion for being inclusive

ADDITIONAL INFORMATION:

- Diversity and Inclusion: At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- EEO/Affirmative Action Policy Statement: The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- Veterans Preference: Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- Background Checks and Drug Testing: The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other highly sensitive positions.
- ADA Accommodation: Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that he or she needs an accommodation should contact Human Resources at 503.415.6690